Australian Government

TLIX0013X Maintain stock control and receivals

Release: 2

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Modification History

Release 2. This is the second release of this unit of competency in the TLI Transport and Logistics Training Package.

- Minor formatting changes in Elements and Performance Criteria

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit of competency describes the skills and knowledge required to maintain stock control and receivals. It includes establishing supply arrangements, monitoring and maintaining stock, processing receivals and storing stock, determining stock wastage and discrepancies and performing stock audits and reporting.

Stock control involves the monitoring and managing of an organisation’s stock. It applies to all stock at every stage of the production process from purchasing and delivery to using and reordering stock.

Receivals is the function of checking items delivered as new stock or supplies. It requires the inspection of goods and materials for quality, condition and quantity and the allocating of space in the storage facility or warehouse.

The unit is applicable to those with responsibilities for stock control and/or receivals within a supply chain.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable.

Competency Field

X - Logistics

Unit Sector

Cross sector

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1 Establish supply arrangements	**1.1** Approved business data, forecasting methods and measures to calculate stock levels for standard business periods, peak seasons and special events are established
	1.2 Optimum supply arrangements are sourced and negotiated using approved purchasing specifications
	1.3 Stock quantities and cost effective terms of purchase are established
	1.4 Agreements are recorded, in accordance with stock control and receival procedures
2 Monitor and maintain stock	**2.1** Stock control systems and equipment to administer and monitor ordering processes and procedures, including real time tracking information from stock handling and data collection technologies, are used
	2.2 Stock levels and reorder cycles are monitored and maintained using approved forecasting methods and tools
	2.3 Evaluation of stock against specifications, including adjusting sources of supply, is undertaken, as required
	2.4 Optimal safety stock placement and service level optimisation is monitored, in accordance with the continuity plan and stock control and receival procedures
	2.5 Stock levels are recorded and reported, in accordance with stock control and receival procedures
3 Process receivals and store stock	**3.1** Orders for stock are processed and documented, including checking and recording receivals, against purchase and supply agreements
	3.2 Stock is distributed, transported and stored in an approved storage area using safe manual handling techniques

		3.3	Stock is inspected for quality, use by dates and damage
		3.4	Stock is labelled and any excess is reported, in accordance with stock control and receival procedures
4	**Determine stock wastage and discrepancies**	**4.1**	Control system and procedures for stock with high wastage or loss is implemented
		4.2	Stock is rotated for maximum use and minimum wastage, as required
		4.3	Excess or spoilt stock, including hazardous substances, is disposed of safely, in accordance with stock control and receival procedures
		4.4	Stock losses and discrepancies are recorded, in accordance with stock control and receival procedures, and security measures are reviewed
5	**Perform stock audits and reports**	**5.1**	Stock audits are performed and reports are produced within designated timeframes
		5.2	Audit findings and discrepancies in stock and receivals are reported to approved personnel

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces but is not equivalent to TLIA3038 Control and order stock and TLIA3039 Receive and store stock.

Links

Companion Volume Implementation Guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851